

Appendix A

Auditorium (Ground Floor)

4,100 Sq. Ft.

Functional Activity:

Library patrons and community groups will have access to this auditorium for special events such as book and poetry readings, music recitals, lectures, televised educational programs, teleconferencing, and neighborhood community meetings.

Occupancy by Staff and Patrons:

The space will have the capacity for 350 occupants.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The Auditorium should be indirectly linked to the main building, have access to the courtyard, coffee bar, and public restrooms.

Flexibility and Expandability:

This building should be able to accommodate different venues.

Fenestration:

Natural light to a limited extent is desirable. Window should be provided with “black-out” shades for control of outdoor light.

Space Finishes:

Floors:	Sloped floor with carpet in spectator seating area, wood for stage, and vinyl composition tile for Storage room.
Walls:	Painted durable finishes with articulation for acoustics; Storage room walls to be painted drywall.
Ceiling:	Perforated prefinished metal panels with acoustical backing insulation.

Access for the Disabled:

Accessibility for physically disabled should be provided in seating area. Aisle widths and ramps should meet Title 24 requirements. Ramps should not exceed 5%. Provision for access to the raised platform should be provided. Provisions for listening devices should be incorporated.

Acoustics:

Recommendations of an Acoustical Consultant should be implemented to address quality of sound, control of outside sound sources such as traffic. Reverberation studies should be conducted to assure appropriate treatment of walls and ceilings.

Environmental conditions (HVAC):

Temperature should be maintained as recommended for the microclimate of the site, and to meet human comfort level. Thermostat controls if located in public area should have lockable covers. Equipment should be isolated and located away from the room.

Illumination:

Provide 40-50fc averages with all lights on, and with separate controlled lighting for “platform”. Down lights are desirable. The lighting should be dimmable to produce approximately 2 fc during AV presentations.

Power, Data, and Audiovisual Communication Requirements:

Located on the stage should be microphone input jacks, remote control jack for slides, remote control for projector on/off switch, override light control switch, wall surround stereophonic speakers, video monitors, and a large drop down central video screen. Microphone and data jacks should be located at four locations within the room. Jacks for listening devices should be provided and made available. A control room should be provided for staff control

Security requirements:

Security systems are to be incorporated to detect unauthorized entry and movement within the building when it is closed.

Visual Supervision:

The public entry point should be very visible for observation from the Security space in the main building.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:

Furniture: 350 spectator seats

Equipment:

- Sound level monitor speaker
- Amplifiers
- Audio/Video equipment rack
- Video monitor

Building Services (Ground Floor)**2,950Sq. Ft.****Functional Activity:**

Within this department, receiving and shipping of supplies, books, and furniture will be managed and stored. Housed within this space is the vehicle loading docks, building storage room, shipping and receiving space, Building Manager’s office.

Occupancy by Staff and Patrons:

The space is to be accessible only by staff.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The space is to be located adjacent to the Circulation/Customer Service Desk with direct access to a service elevator serving the upper floors.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

Windows if any should be kept to a minimum.

Space Finishes:

Floors: Seal concrete flooring

Walls: Walls with drywall material shall be painted with semi-gloss paint. The concrete walls are to remain natural. Walls will be required to be 3-hour rated assemblies for occupancy separation.

Ceiling: The underside of the concrete waffle floor slab above is to be left exposed.

Access for the Disabled:

Accessibility for physically disabled staff should be provided.

Acoustics:

Walls for space should have sound insulation blanket.

Environmental conditions (HVAC):

An exhaust system should be designed for removal of exhaust fumes from vehicles.

Illumination:

Light fixture can be industrial type with foot-candle levels between 50 to 70 fc's.

Power, Data, and Audiovisual Communication Requirements:

Provide GFRC wall outlets, communication outlets in each space, and data outlet at Building Manager's Office.

Security requirements:

Access to area is to be restricted to building maintenance personnel only. CCTV should be provided on exterior side and within Load Dock area for monitoring from Security Station.

Visual Supervision:

Not Applicable

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Storage shelves
- Workbench
- Work counter with sink
- Terminal station with screen
- Deep bin type shelves
- Worktable with chair

Compact Shelving (General – 2nd, 3rd, 4th, 5th, & 8th Floors) Sq. Ft. Varies**Location and Area:**

2 nd Floor:	504 SF
3 rd Floor:	2,877 SF
4 th Floor:	5,194 SF
5 th Floor:	1,692 SF
8 th Floor:	2,064 SF

Functional Activity:

To be used for storage of books and other documents. This is a back-of-house function.

Occupancy by Staff and Patrons:

Access by staff only for retrieving patron requested documents.

Type and Size of Collection:

Type and size varies by floor.

Spatial Relationship:

Adjacent to Staff Workrooms, service elevator, and within close proximity of Information Desk located in Collection area.

Flexibility and Expandability:

No need for expansion is anticipated, however, if need does occur, the floor has been designed to accommodate the required floor load.

Fenestration:

Windows are desirable for use of natural light, however, they should be minimized to protect collection.

Space Finishes:

Floors: Sealed concrete
Walls: Painted drywall
Ceiling: Exposed white colored concrete waffle slab

Access for the Disabled:

Accessibility for physically disabled individuals should be provided, with appropriately sized aisles.

Acoustics:

No special treatment is anticipated for this function.

Environmental conditions (HVAC):

Separate temperature control zone is required.

Illumination:

Minimum 50 to 70 fc florescent industrial lights should be provided. Motion occupancy sensors shall be used.

Power, Data, and Audiovisual Communication Requirements:

Provide power outlets along wall at every 12 feet, and two communication/data outlets.

Security requirements:

Access to room by authorized card reader for staff only.

Visual Supervision:

Not Applicable

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Work counter
- Chair
- Terminal and screen

Conference Room (Ground Floor)

720 Sq. Ft.

Functional Activity:

Small groups of library patrons, community organizations, and staff will have access to the Conference room for meetings, special training, and other events.

Occupancy by Staff and Patrons:

The space is to have the capacity for 36 occupants.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The Conference room should be located within the main building adjacent to the entry lobby, and accessible from the courtyard. It should be available for after hours use and within close proximity of public restrooms.

Flexibility and Expandability:

The room should be flexible enough so that it can be divided into two separate conference rooms, one with a capacity of 12 and the other for 24.

Fenestration:

Natural light and visibility to the exterior is desirable to a limited extent.

Space Finishes:

Floors: Carpet
Walls: Painted drywall with tackboard surfaces
Ceiling: Suspended acoustical tiles: 2'x2' or 2' x 4'

Access for the Disabled:

Accessibility for physically disabled is to be provided. The path of travel to the room should be free of any barriers. Provisions for listening devices are to be provided.

Acoustics:

Provisions should be made to minimize the noise from street traffic through use of sound insulated glass at exterior windows, sound blankets in interior partitions, offsetting of wall devices, and ceiling treatment.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Thermostat controls if located in public area should have lockable covers.

Illumination:

Provide 40-50fc averages with all lights on, and with separate controlled lighting for front of room. Down lights are desirable at front of room with dimmable controls to produce approximately 2fc during AV presentations. .

Power, Data, and Audiovisual Communication Requirements:

Located at front of room should be input jacks for slide projectors with remote on/off switch, outlets for teleconferencing, data outlets on two walls, power outlets on each wall. Outlets for listening devices are also to be provided.

Security requirements:

Motion detectors are to be provided. Access to room to be controlled by staff.

Visual Supervision:

The entry point is to be visible from the Security Station.

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- 36 chairs

Copy Center (General – Floors 2, 3, 4, 5, & 8)**290 – 525 Sq. Ft.****Location and Area:**

Location and Area:

2nd Floor: 495 SF

3rd Floor: 525 SF

4th Floor: 310 SF

5th Floor: 310 SF

8th Floor: 290 SF

Functional Activity:

Self service copy room for use by library patrons.

Occupancy by Staff and Patrons:

The space is to accessible to all library patrons.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The space is to be centrally located on each floor adjacent to public elevator core, and within close proximity of Information Desk.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

Windows are to be provided on all walls where possible for staff supervision.
Windowsill to be at 36" above finish floor

Space Finishes:

Floors: Vinyl Composition Tile

Walls: Painted drywall

Ceiling: Suspended acoustical tile, 2' x 2' or 2' x 4'

Access for the Disabled:

Accessibility for physically disabled patrons and staff should be provided.

Acoustics:

Non-glazed portions of wall shall have acoustical wall panels.

Environmental conditions (HVAC):

Separate temperature control is required. Temperature to be controlled at 68 degrees when heating and 72-78 degrees when cooling. Thermostat with lockable cover required.

Illumination:

Provide minimum of 30-40fc light fixtures with motion sensor for control of lights.

Power, Data, and Audiovisual Communication Requirements:

Provide one standard duplex communications outlet co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions.

Security requirements:

Not Applicable

Visual Supervision:

This room will be supervised by staff and visible from adjacent collections areas.

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Self-service copiers w/collator
- Color copiers
- FAX machine
- Coin Machine
- Sorting tables

General Collection (Ground Floor, 2nd, 3rd, 4th, 5th, 8th & 9th Floor) 134,626 Sq. Ft.

Location and Area:

Ground Floor:

Popular Library -	7,912 SF
Youth Services -	10,243 SF

I CAN! Center -	2,791 SF
2 nd Floor:	
Social Science & Business -	19,242 SF
3 rd Floor:	
Science -	17,023 SF
Magazines & Newspapers -	7,464 SF
Government Documents -	6,175 SF
4 th Floor:	
Literature, Language, Fiction -	19,170 SF
5 th Floor:	
History, Biography -	15,261 SF
8 th Floor:	
Art & Music -	17,280 SF
9 th Floor:	
Special Collections -	12,065 SF

Functional Activity:

Popular Library: Within the Popular Library area will be the Service Desk, Video Collection and Viewing, Audio Tape and Listening, Paperback Volumes, Current Periodicals, and New Books.

Youth Services: This area will provide a wide and active range of services to children. It is to have a branch service function to the immediate neighborhood. Its major role is the training and a “core collection” function for City-wide children’s services.

I CAN! Center: This department is to service people with disabilities.

Social Science & Business: The Social Science and Business collections will be contained in this department. The non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms and catalogs of the library will be accessible.

Science: To contain the science collection.

Magazines & Newspapers: The magazines and newspapers will be housed in one area.

Government Documents: Government reference collection will be housed in this area.

Literature, Language, Fiction: This space will house the literature, language, fiction collection and reference material.

History & Biography: The space will house the history and biography collection and reference material.

Art & Music: Audiocassettes, compact discs, and printed collections will be housed.

Special Collections: This department is made up of the Local San Diego Heritage, Wangenheim Room, and Genealogy. These collections require controlled access.

Occupancy by Staff and Patrons:

Collections on each of the floors are to provide tables and seating for patrons. Staff will be assigned to Information Desk located on each floor in same general location.

Type and Size of Collection:

Collection	Printed Volumes	Non-Print	Cases	Total Volumes
<i>Adult/Young Adult</i>				
Art/Music	150,000	22,000		172,000
Literature/Language/Fiction	398,000		1	398,001
Science	175,000		25	175,025
Social Science/Business	169,000		10	162,010
History/Biography	206,800		1	206,801
<i>Children</i>				
Youth	68,900	5,100		74,100
Teen	4,000			4,000
<i>Combined</i>				
I CAN!	540	5,900		6,440
Special Collections, Popular Library, READ San Diego	48,000 53,000 5,500	26,600		48,000
Subtotals	1,220,240	59,600	37	1,246,377
Magazines/Newspapers (1)	90,000			90,000
Government Documents (2)	1,700,000			1,700,000
Totals	3,010,240	59,600	37	3,036,377

Spatial Relationship:

Collections are to be adjacent to Information Desk, Public Elevators, Copy Room, Study Room, The I CAN!, and Youth Center should partially separated using partial height partitions, and/or shelving units. The latter two should have dedicated restrooms within the space.

Flexibility and Expandability:

The spaces should be open and flexible enough so that it can be rearranged in the future.

Fenestration:

Natural light and visibility to the exterior is desirable. The space should also be very visible from the exterior.

Space Finishes:

Floors: Carpet

Walls: Painted drywall, color of concrete on project is to be white and will be exposed to program spaces.

Ceiling: Exposed white colored concrete waffle slab system with perforated prefinished metal panel set in “draped ribbon” like configuration.

Access for the Disabled:

Accessibility for physically disabled is to be provided. The path of travel within the room and between aisles should be free of any barriers.

Acoustics:

Provisions should be made to minimize the noise from street traffic through use of sound insulated glass at exterior windows

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Thermostat controls if located in public area should have lockable covers. Sensors along exterior perimeter walls shall be provided to monitor cooling/heating requirements.

Illumination:

Provide 20 fc minimum at stacks measured vertically at the height of 12” and 30 fc maximum measured vertically at any height to achieve approximately 5-to-1 maximum-to-minimum ratio across the entire stack face. with 3-to-1 preferred. Light sensors along the exterior perimeter wall should be provided to adjust lighting based on natural sun-light into space.

Task lighting at patron tables is desired.

Power, Data, and Audiovisual Communication Requirements:

Power/data outlets are to be provided at all workstations, tables. No point in any public or staff area is to be farther than five feet from a potential data and power connection. The space is to be provided with a Public Address system.

Security requirements:

Motion detectors are to be provided.

Visual Supervision:

The collections area shall be visible for monitoring from the Information Desk.

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Tables and Chairs
- Lounge seats
- Workstations
- Shelving units
- Display racks & carousels
- P.A.C. terminals
- Catalog terminals
- Printers
- Copy machine
- Service desk
- Audio Station
- Video Station
- Display kiosk
- Puppet stage
- TDD machine
- Fax machine
- Map cases
- Microfiche cases
- Microfiche cabinets
- Vertical files

Janitor Room (General – All Floors)**Sq. Ft. Varies****Functional Activity:**

Space must be provided on each floor of the building for janitorial purposes.

Occupancy by Staff and Patrons:

The space is to accessible only by staff.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The space is to be centrally located on each floor adjacent to either public or staff restrooms, and near the service elevator.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

No windows

Space Finishes:

Floors: Seal concrete flooring

Walls: Stainless steel panel wainscot around mop sink, and semi-gloss painted drywall.

Ceiling: Painted drywall

Access for the Disabled:

Accessibility for physically disabled staff should be provided.

Acoustics:

Walls for space should have sound insulation blanket.

Environmental conditions (HVAC):

Space should be under negative air ventilation on separate exhaust system.

Illumination:

Provide minimum of 30-40fc surface-mounted light fixtures with motion sensor for control of lights.

Power, Data, and Audiovisual Communication Requirements:

Provide two GFC power outlets.

Security requirements:

Access to room by authorized key only.

Visual Supervision:

Not Applicable

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- 1-mop sink
- 1-cleaning cart
- 1-mop bucket

- Industrial shelving

Lease Space (General – Floors 6 & 7)(Future Library Exp.)	Sq. Ft. Varies
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Location and Area:

Location and Area:

6th Floor: 33,274 NSF

7th Floor: 33,376 NSF

Functional Activity:

Lease office space for office tenant. This space will service as future library expansion space.

Occupancy by Staff and Patrons:

These floors will not be available for access by staff or library patrons.

Type and Size of Collection:

Not applicable

Spatial Relationship:

Not Applicable

Flexibility and Expandability:

Floors to be provided with core restrooms, mechanical room, telecom/electrical rooms, and Janitor room. Library Public elevators and service elevator will not stop at these floors, however, elevators to have program capability for servicing these floors in future. The core rooms are designed to meet library needs in future.

Fenestration:

Exterior windows to be provided similar to library occupied floors.

Space Finishes:

Floors: To be determined by tenant

Walls: To be determined by tenant

Ceiling: To be determined by tenant

Access for the Disabled:

Part of Tenant Improvement work.

Acoustics:

To be determined by Tenant.

Environmental conditions (HVAC):

Part of Tenant Improvement work.

Illumination:

Part of Tenant Improvement work.

Power, Data, and Audiovisual Communication Requirements:

Rough-ins provided future library expansion.

Security requirements:

Not Applicable

Visual Supervision:

Not Applicable

Signs:

Not Applicable

Required Furniture and Equipment:

Not Applicable

Library Store (Ground Floor)

1000 Sq. Ft.

Functional Activity:

Sale of books and magazines with screened area for sorting.

Occupancy by Staff and Patrons:

One permanent staff member will be assigned to this area.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The Library Store should be located near the entry vestibule with easy access from the outdoor courtyard.

Flexibility and Expandability:

The room configuration should be fixed and allow for different arrangements of display shelving and racks.

Fenestration:

As much natural light and visibility to the outdoor courtyard is to be provided with access to the Coffee Bar.

Space Finishes:

Floors: Carpet

Walls: Painted drywall with tackboard surfaces.

Ceiling: Suspended acoustical tiles: 2' x 2' or 2' x 4'

Access for the Disabled:

Accessibility for physically disabled should be provided. Placement of shelving units for display of saleable materials should have proper aisle widths, minimum of 36".

Acoustics:

Provisions should be made to minimize the noise from room into other areas of the library building.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Thermostat controls should have lockable covers.

Illumination:

Provide 30fc averages with all lights on, and with separate controlled lighting for special display lighting. 2 x 4 T-8 florescent light fixtures should be used with special display fixtures.

Power, Data, and Audiovisual Communication Requirements:

Provide data outlet at cash register station, power outlet on each wall and in display cases, two telephone outlets for use by staff.

Security requirements:

Motion sensors should be provided within the room. CCTV camera with monitoring from Security Station is to be provided. Alarm device is to be located and placed at cash register station.

Visual Supervision:

Placement of cash register station should be placed to allow staff visual supervision of room. The Security Station should also have visual view of Store.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:**Furniture:**

- Cashier check desk
- Display racks
- Display shelving

Equipment:

- Cash register
- Computer terminal

Library System Offices (Admin.) – 5th Floor

12,315 Sq. Ft.

Functional Activity:

The primary function is to serve as the operational administrative headquarters for the library. Within this department are the following:

City Librarian

Assistant City librarian
Deputy Library Directors' Receptionist
Secretarial Support
Administrative Analysts
Principal Clerk & Support Staff
Capital Improvements Office
Development Office
Conference Rooms
Foundation Office
Friends of the Library Office
Staff Kitchenette
Staff Restrooms

Occupancy by Staff and Patrons:

The space is to be accessible primarily by staff and guest.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The department is to be within close proximity of public elevator, and TI elevators for use by staff only.

Flexibility and Expandability:

Workstations need to be modular and flexible for future reconfiguration as need arises.

Fenestration:

Windows are desirable for use of natural light. Care should be taken to prevent glare on computer screens. Office facing open workstations should have windows for supervision.

Space Finishes:

Floors: Carpet
Walls: Painted drywall.
Ceiling: Acoustical tile

Access for the Disabled:

Accessibility for physically disabled individuals should be provided, with appropriately sized aisles between workstations.

Acoustics:

Demising partitions between the space and public areas should run full height. The use of sound insulation blanket in the partition is suggested.

Environmental conditions (HVAC):

Separate temperature control zone is required. Comfort level to be set at 68 to 72 degrees during heating, and 72 to 78 degrees during cooling for energy savings.

Illumination:

Minimum 30 to 40 fc of ambient light supplemented by task lighting providing at least 50 fc at the workstations should be provided. Use of florescent light fixtures is acceptable. Provide occupancy sensors or motion detectors for energy savings.

Power, Data, and Audiovisual Communication Requirements:

Each workstation and enclosed office is to be provided with voice/data outlet, and power outlet on each wall. If office modular system is used, the cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet with associated power at each printer and fax location.

Security requirements:

Main access to Department by guest is through Reception room. Staff will have separate entry with access by card reader.

Visual Supervision:

Not Applicable

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Terminals with screen
- Work counters
- Shelving
- Administrative file cabinets
- Printers
- CD-Rom Server
- Table
- Copy machines
- Desks and Chairs
- Modular office systems
- Refrigerator

- Storage cabinets

Lobby/Gallery (Ground Floor)

3,400 Sq. Ft.

Functional Activity:

Main control entry point and orientation for patrons. It should also serve as an Exhibition area for “art” work, and other items.

Occupancy by Staff and Patrons:

Information Kiosk

Type and Size of Collection:

Not applicable

Spatial Relationship:

The area should be easily identified from the exterior and service as a focus point upon entry into the building. It should be adjacent to the Circulation/Customer Service Desk, Security Station, Fire Control Room, Public Elevators, escalators, Popular Library, I Can! Center, and Youth Center. It should also have access to the outdoor courtyard and indirect access to the Auditorium.

Flexibility and Expandability:

The room should allow for rotating exhibits of various types, books, painting, sculpture, and, especially, work by school children. It will probably not need to expand in the future.

Fenestration:

Natural light is desired in this space with some solar control for south facing windows. It should be provided with views to the exterior and views into the library.

Space Finishes:

Floors: Brick Pavers

Walls: Exposed white colored concrete structure.

Ceiling: Three story high exposed white colored concrete waffle slab system with perforated prefinished metal panel set in “draped ribbon” like configuration.

Access for the Disabled:

Accessibility for physically disabled should be provided. Access to other floors should be easily determined.

Acoustics:

This area will have heavy patron traffic and will be a large generator of noise. It will need to be acoustically buffered from other areas of the library.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Separate temperature controls will be required. It should also have the flexibility to introduce natural ventilation via the large accordion type doors facing the outdoor courtyard. This space along with the Vestibule should serve as an extension of the outdoor courtyard.

Illumination:

General lighting at 20-30fc with specialize accent lighting at foot-candle level as recommended by Lighting Consultant. Special lighting will be needed for displays.

Power, Data, and Audiovisual Communication Requirements:

Provide data/voice outlet at information kiosk with additional power outlet. Power outlets to be located at each column.

Security requirements:

Motion sensors should be provided within the room. It should be highly visible from the security station. Control gates should be provided at entry point into space.

Visual Supervision:

Staff in the Circulation/Customer Service counter should have full visibility of the space.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:

Not Applicable

Public Restrooms (General – All Floors)**Sq.Ft. Varies****Functional Activity:**

This space will provide rest rooms exclusively for the library patrons on each floor with special restrooms for children (latter applies to 1st ground floor only).

Occupancy by Staff and Patrons:

The space is to be accessible by all patrons.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The space is to be centrally located on all floors with close proximity of public areas.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

No windows required.

Space Finishes:

Floors: Ceramic tile

Walls: Ceramic tile up or partial ceramic tile and painted water resistant drywall. Paint to be semi-gloss.

Ceiling: Painted semi-gloss drywall

Access for the Disabled:

Accessibility for physically disabled patrons should be provided, with appropriately sized stalls. Mounting height of accessories shall meet ADA requirements.

Acoustics:

Partitions shall have sound insulation blanket.

Environmental conditions (HVAC):

Provide dedicated exhaust system with minimum of 12 air exchanges per hour.

Illumination:

Provide lighting with bright lighting for mirrors. Provide occupancy sensors or motion detectors for energy savings.

Power, Data, and Audiovisual Communication Requirements:

Provide two GFC power outlets.

Security requirements:

Access to room by authorized key or card reader.

Visual Supervision:

Entry to be semi-visible from information desk on each floor.

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Water closets
- Urinals
- Sink and Counter
- Soap Dispenser
- Paper Towel Dispenser

- Waste Paper Receptacle
- Grab Bars
- Toilet Seat Cover Dispenser
- Toilet Tissue Dispenser
- Toilet Partitions

Reading Room (8th Floor)

2,000 Sq. Ft.

Functional Activity:

The Reading is a special room as requested by the public. It serves as both a formal and informal seating area for reading with outdoor views toward the bay and City skyline. It is a high volume space. I

Occupancy by Staff and Patrons:

The space is to be fully accessible for use by patrons.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The room serves as a separate general reading room not directly associated with any specific subject department of the library. Access to the 9th floor outdoor decks is desired.

Flexibility and Expandability:

The room should allow for reconfiguration of the seating and table layouts.

Fenestration:

Natural light is desired in this space with some solar control for south facing windows. It should be provided with views to the exterior.

Space Finishes:

Floors: Carpet

Walls: Exposed white colored concrete structure.

Ceiling: Two stories high exposed white colored concrete waffle slab system architectural treatment.

Access for the Disabled:

Accessibility for physically disabled should be provided.

Acoustics:

Book stacks should be used to buffer noise from adjacent areas. This room will generally be a low noise generator.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Separate temperature controls will be required.

Illumination:

General lighting at 20-30fc with specialize accent lighting at foot-candle level as recommended by Lighting Consultant. Special lighting will be needed.

Power, Data, and Audiovisual Communication Requirements:

Provide data and power outlets at table locations.

Security requirements:

Not Applicable

Visual Supervision:

The area should be visible from the Information Desk in the Collection area and from the Staff Work room area.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:

Furniture/Equipment:

- Tables and chairs

Special Events Room (9th Floor)**4,000 Sq. Ft.****Functional Activity:**

This is to be a public multipurpose room for receptions, dinner functions, exhibitions, lectures, and meetings.

Occupancy by Staff and Patrons:

Library patrons, community groups, and staff will use the room.

Type and Size of Collection:

Not applicable

Spatial Relationship:

Adjacent to Storage room (500 SF), Serving Kitchen (600 SF), Coat room (100 SF), outdoor decks, and within close proximity of Public Elevators, and restrooms.

Flexibility and Expandability:

The room should allow for rotating exhibits of various types, multiple room arrangements. A high ceiling is desirable.

Fenestration:

Natural light is desired in this space with some solar control for west facing windows. Use of insulated low-e glass is highly recommended. Window treatment should be provided as sun control. The City views should be taken advantage of.

Space Finishes:

Floors: Carpet – selection of pattern that will serve as guide in arranging table and chairs should be considered.

Walls: Durable wall covering should be used.

Ceiling: High ceiling with exposed structure and architectural finish should be provided.

Access for the Disabled:

Accessibility for physically disabled should be provided. Provisions for use of listening devices should be used.

Acoustics:

Use of acoustical wall panels is recommended and use of sprayed on acoustical insulation should be considered over the exposed roof structure.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level. Separate temperature controls will be required. There should be the flexibility to introduce natural ventilation.

Illumination:

General lighting at 20-30fc with specialize accent lighting at foot-candle level as recommended by Lighting Consultant. Special lighting will be needed. Lighting control panel is to be provided as well as sound control.

Power, Data, and Audiovisual Communication Requirements:

Provide data/voice outlets, jacks for microphone/speakers, and jacks for projection equipment.

Security requirements:

Motion sensors lights should be provided within the room. Entry doors should be provided with intrusion alarms.

Visual Supervision:

Visibility from the Service Desk in the Genealogy area should be provided.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:

Furnishing/Equipment

- Table and Chairs

- Audio Visual system

Staff Restrooms (General – All Floors)

Sq. Ft. Varies

Functional Activity:

This space will provide rest rooms exclusively for the library staff on each floor with appropriate number of fixtures.

Occupancy by Staff and Patrons:

The space is to be accessible only by staff.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The space is to be adjacent to staff administrative areas, staff workrooms, and staff break rooms.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

No windows required.

Space Finishes:

Floors: Ceramic tile

Walls: Ceramic tile up or partial ceramic tile and painted water resistant drywall. Paint to be semi-gloss.

Ceiling: Painted semi-gloss drywall

Access for the Disabled:

Accessibility for physically disabled staff should be provided, with appropriately sized stalls. Mounting height of accessories shall meet ADA requirements.

Acoustics:

Partitions shall have sound insulation blanket.

Environmental conditions (HVAC):

Provide dedicated exhaust system with minimum of 12 air exchanges per hour.

Illumination:

Provide lighting with bright lighting for mirrors. Provide occupancy sensors or motion detectors for energy savings.

Power, Data, and Audiovisual Communication Requirements:

Provide two GFC power outlets.

Security requirements:

Access to room by authorized key or card reader.

Visual Supervision:

Not Applicable

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Water closets
- Urinals
- Sink and Counter
- Soap Dispenser
- Paper Towel Dispenser
- Waste Paper Receptacle
- Grab Bars
- Toilet Seat Cover Dispenser
- Toilet Tissue Dispenser
- Toilet Partitions

Staff Workrooms (General – 1st, 2nd, 3rd, 4th, 5th, & 8th Floors)	Sq. Ft. Varies
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Location and Area:

1 st Floor:	2,231 SF
2 nd Floor:	2,458 SF
3 rd Floor:	2,442 SF
4 th Floor:	2,131 SF
5 th Floor:	1,423 SF
8 th Floor:	1,820 SF

Functional Activity:

The Staff Workroom on each floor provides space for back-of-house staff activities. The library staff will sort out material that have been returned and return them to the collection stacks. This function will support the activities on their respective floors.

Occupancy by Staff and Patrons:

The space is to accessible only by staff and is to be provided with office system workstations with a few enclosed offices.

Type and Size of Collection:

Not applicable

Spatial Relationship:

Adjacent to compact stacks and collection areas

Flexibility and Expandability:

Workstations need to be modular and flexible for future reconfiguration as need arises.

Fenestration:

Windows are desirable for use of natural light. Care should be taken to prevent glare on computer screens. Office facing open workstations should have windows for supervision. Demising walls between Workrooms and collection areas should have windows with window treatment for control of public views into the space.

Space Finishes:

Floors: Carpet
Walls: Painted drywall.
Ceiling: Acoustical tile

Access for the Disabled:

Accessibility for physically disabled individuals should be provided, with appropriately sized aisles between workstations.

Acoustics:

Demising partitions between the space and public areas should run full height. The use of sound insulation blanket in the partition is suggested.

Environmental conditions (HVAC):

Separate temperature control zone is required. Comfort level to be set at 68 to 72 degrees during heating, and 72 to 78 degrees during cooling for energy savings.

Illumination:

Minimum 30 to 40 fc of ambient light supplemented by task lighting providing at least 50 fc at the workstations should be provided. Use of florescent light fixtures is acceptable. Provide occupancy sensors or motion detectors for energy savings.

Power, Data, and Audiovisual Communication Requirements:

Each workstation and enclosed office is to be provided with voice/data outlet, and power outlet on each wall. If office modular system is used, the cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet with associated power at each printer and fax location.

Security requirements:

Access to room by authorized card reader for staff only.

Visual Supervision:
Not Applicable

Signs:
Provide room identification sign.

Required Furniture and Equipment:
Furniture/Equipment:

- Multi-media terminal –OS-2
- Counters
- Shelving
- Administrative file cabinets
- Wall safe
- Box lockers & coat racks
- Printers
- CD-Rom Server & Jukebox
- Sorting table
- Copy machine

Study Rooms (General – Floors 2, 3, 4, 5, & 8)	520 - 720 Sq. Ft.
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Location and Area:
Location and Area:

2 nd Floor:	720 SF
3 rd Floor:	640 SF
4 th Floor:	640 SF
5 th Floor:	640 SF
8 th Floor:	520 SF

Functional Activity:
Small group study or staff conference use.

Occupancy by Staff and Patrons:
The space is to accessible to all library patrons and staff.

Type and Size of Collection:
Not applicable

Spatial Relationship:
The space is to be centrally located on each floor adjacent to public elevator core, and/or collections area.

Flexibility and Expandability:

No addition expansion is anticipated for this space.

Fenestration:

Windows are to be provided on all walls where possible for staff supervision. Windowsill to be at 36" above finish floor.

Space Finishes:

Floors:	Carpet
Walls:	Painted drywall
Ceiling:	Suspended acoustical tile, 2' x 2' or 2' x 4'

Access for the Disabled:

Accessibility for physically disabled patrons and staff should be provided.

Acoustics:

Partitions shall have sound insulation blanket.

Environmental conditions (HVAC):

Separate temperature control is required. Temperature to be controlled at 68 degrees when heating and 72-78 degrees when cooling. Thermostat with lockable cover required.

Illumination:

Provide minimum of 30-40fc light fixtures with motion sensor for control of lights.

Power, Data, and Audiovisual Communication Requirements:

Provide one data outlet for every two occupants, power outlet on each wall.

Security requirements:

Not Applicable

Visual Supervision:

This room will be supervised by staff and visible from adjacent collections areas.

Signs:

Provide room identification sign.

Required Furniture and Equipment:

Furniture/Equipment:

- Table
- Chairs

Functional Activity:

This is intended to be a showcase of the library with its established partnerships in the technology industry. It consists of separate, but, integrated areas:

Internet Center – 1,240 SF: This is to be the major access by the library patrons to the internet.

Computer Training Center – 1,080 SF: This space will be used for training individual on the use of the computer and how to access information.

Technology Information Center – 3,000 SF: This space will showcase new technology with emphasis on the information industry. It will educate and expose the public, business community and school children to new technology.

Occupancy by Staff and Patrons:

The space is to be fully accessible for use by patrons and staff.

Type and Size of Collection:

Not applicable

Spatial Relationship:

The rooms should be adjacent to one another and the Information Technology support offices. Public elevators should be within close proximity.

Flexibility and Expandability:

Technology changes very rapidly, it is, therefore, imperative that as much flexibility as possible be considered and incorporated into the design of these spaces. The backbone components should be easily rearranged as necessary.

Fenestration:

Glare should be kept to a minimum. Natural light should be avoided if possible. Windows on perimeter partitions should be provided for viewing the spaces.

Space Finishes:

Floors: Computer access flooring with anti-static carpet tile should be provided.

Walls: The drywall should be painted with a flat paint color.

Ceiling: Suspended acoustical tile.

Access for the Disabled:

Accessibility for physically disabled should be provided.

Acoustics:

The rooms should be buffered from the adjacent Collection area and other public areas.

Environmental conditions (HVAC):

Temperature should be maintained for human comfort level taking into consideration the heat output of the computers. Separate temperature controls will be required.

Illumination:

Special consideration needs to be taken in selection and design of lighting layouts to avoid glare while maintaining adequate lighting for safety. Dimmer controls are to be provided.

Power, Data, and Audiovisual Communication Requirements:

Each workstation is to be wired for data, power and communication. Additional capacity is to be incorporated.

Security requirements:

Not Applicable

Visual Supervision:

All areas should be fully visible by staff.

Signs:

All signage should be designed with contrasting colors between text and background plate, and for compliance with ADA requirements.

Required Furniture and Equipment:

Furniture/Equipment:

- Workstation and chairs
- Terminals and screens
- Network printers